

As-Built Drawings

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Approved by 

DHQ, CHC, Stations

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Active Divisions/Departments
FEMC

Raytheon Polar Services Company
Facilities, Engineering, Maintenance, and Construction (FEMC)
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Purpose

To define the process and format used for the preparation of as-built drawings.

Scope/Applicability

This procedure applies to all as-built drawings. The FEMC on-site personnel maintain as-built drawings for all construction projects conducted by Raytheon Polar Services Company (RPSC) during all phases of construction.

Responsibilities

Director, FEMC

Assures this procedure is followed for all projects.

Manager, FEMC

- Assigns the collection of the final as-built drawings to a Construction Coordinator.
- Ensures that the final as-built drawings are delivered to the Construction Coordinator, and Denver Headquarters Document Control.

Manager, Engineering

- Supervises the preparation of all as-built drawings and provides input.
- Assures that the as-built drawings are standardized and not duplicated.
- Coordinates all as-built drawings with in-house designers and engineers.

- Assigns personnel responsible for maintaining and preparing as-built drawings and assures that the drawings are done properly.

Project Engineers, Design Engineers, Drafters, Designers, Foremen, and Other Personnel

- Prepare as-built drawings.
- Assist in the review of as-built drawings.

Procedures

- As-built drawings are produced and maintained during construction of all projects. An as-built drawing annotates any field changes that differ from the original design. This includes, but is not limited to, the following disciplines:
 - Civil
 - Architectural
 - Structural
 - Mechanical
 - Electrical
 - Information Technology and Communications
 - Fire Protection
- As-Built drawings are kept during all phases of a construction project. The Construction Coordinator ensures that the as-built drawings are maintained by all foremen working on the project. At the completion of the project, the Construction Coordinator provides the Project Engineer with one set of the as-built drawings.
- If a Change Request (CR) occurs, it must be reflected in the as-built. The affected areas shall be clearly marked on the drawing, and a copy of the CR must be attached to the drawing.

For further information on Change Requests, see the procedure *Change Request/Request for Information (RFI)* (EN-CDMPS-207).

- All as-built drawings are annotated using a red ink pen or red leaded pencil. The drawings are delineated in a neat and professional manner.
- The completed drawings are turned over to the design department by the Project Engineer so the changes can be included in the electronic copy of the drawings.
- Once the as-built changes are completed by the design department, the original red-lined as-built and a copy of the as-built drawing that incorporates all the changes shall be checked against each other by the Project Engineer to ensure that all changes were made as noted.
- Once verification is completed, the electronic copy of the as-built shall be filed in the project drawing database.
- A copy of the final drawing set will be placed in the master file CD-ROM and delivered to the FEMC Document Control Specialist for placement in the appropriate project file.
- Distribute copies of all final and fully approved as-builts to the appropriate locations, personnel, files, and agencies utilizing the *Document Release Form* (EN-DMPS-201a). At a minimum, the distribution should include, but is not limited to the NSF and RPSC.

References

Change Request/Request for Information (RFI) (EN-CDMPS-207)

Document Release Form (EN-DMPS-201a)

Records

See *Drawings, Project Files, and Document Release Form* under the FEMC-DHQ & STATIONS tab of the *FEMC Records Management Table* (EN-D-226a).